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OFFICE OF PUBLIC INSTRUCTION

PO BOX 202501  
HELENA MT 59620-2501  
www.opi.mt.gov  
(406) 444-3095  
(888) 231-9393  
(406) 444-0169 (TTY)

Linda McCulloch  
Superintendent

November 26, 2007

TO: Authorized Representatives and Project Directors of IDEA, Part B, Projects

FROM: Anne Rainey, Data and Accountability Unit Manager  
Division of Special Education

RE: **Special Education Child Count Reporting - Count Date: December 3, 2007 (Monday)**

**DUE DATES:** **Electronic Filers: December 31, 2007 (Monday)**  
**Paper Filers: December 17, 2007 (Monday)**

**Application Opens: November 26, 2007 (Monday)**

This memo is the only notice you will receive on the Child Count Data Collection.

All information required for Child Count reporting can be found on the Internet at the OPI Web site (<https://enthl001.mt.gov/Citrix/MetaFrame/auth/login.aspx>) (see instructions below).

**If you are unable to access the Internet, please call me at 406-444-4430 for alternate instructions.** Note that the deadline for submittal of paper reports is December 17, 2007.

**Unique State ID:** This 9-digit number is a required field. A unique state ID has been assigned to each student in the state through the OPI's Achievement in Montana system (AIM). The preprinted list of students that is provided in the Child Count data collection application (worksheet report and data entry screen) has gone through a matching process that matched data elements (district, initials, birth date, and gender) to the student records in the AIM system and preprinted the assigned State ID for those records that met the match. This field cannot be left blank. Preschool students and private school students must also be assigned a State ID. If a district has not gone through the process of having State IDs assigned to all their students, this must be completed before Child Count is submitted so those IDs can be included in the Child Count. For more information on the State ID process, please call Sara Loewen at (406) 444-3494 or Nicole Weissman at (406) 444-3495.

The Authorized Representative is responsible for ensuring the submission of completed Child Count Reports for all schools in the districts represented.

**OVER**

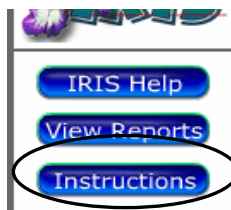
*"It is the mission of the Office of Public Instruction to improve teaching and learning through communication, collaboration, advocacy, and accountability to those we serve."*

*Please make sure that this information is passed on to the individuals responsible for reporting as soon as possible - AT LEAST BEFORE THE COUNT DATE OF DECEMBER 3, 2007.*

The Child Count Instruction Manual may be downloaded or printed from the OPI Web page at <http://www.opi.mt.gov>. User names and passwords are not required. At the OPI Web page, click on the IRIS tab at the top of the screen.



At the next screen, click on the Instructions button on the right side of the screen. At the next screen, use the scroll bar on the right, if necessary, to find the Special Education Data Collection list of resources.



Special Education Data Collection:

 [Child Count Reporting Instruction Manual](#)

Child Count Reporting Instruction Manual - Download and print the instruction manual for detailed instructions that include definitions used in this data collection. Use the Table of Contents in the manual to find a specific area. The manual is a large pdf document (many screen shots) and may be easier to open or print by first copying the document to your hard drive (right click the document with your mouse, click the “save target as” option, designate where you want the document saved). If you have problems with this process, please call or e-mail me.

Note all additional Child Count resources listed under the heading of Special Education Data Collection.

The application will be open for school districts and cooperatives to print out Worksheets (preprinted list of students from the previous year) for each school on November 26, 2007. User names and passwords will be needed for this procedure. The procedure for logging onto the application has not changed. At the Main Menu, select the REPORTS button. The first option listed is the Worksheet. When logged on as a cooperative, the Worksheet will show reports for all schools of member districts. When logged on as a district, the Worksheet will show reports for all schools in the district. When logged on as a school, the Worksheet will show a report for just that school. The instruction manual provides detailed instruction on logging on, accessing and printing reports.

Thank you for taking the time to ensure accurate reporting of this very important data collection process. If you have ANY questions about this reporting process, please e-mail or call me.

Anne Rainey, Data and Accountability Unit Manager  
Division of Special Education  
MT Office of Public Instruction  
PO Box 202501  
Helena, MT 59620-2501  
Phone: 406-444-4430  
e-mail: [arainey@mt.gov](mailto:arainey@mt.gov)